



# VILLAGE COUNCIL AGENDA

\*Revised 9/8/17

COUNCIL MEETING: TUESDAY, SEPTEMBER 12, 2017 AT 6:00 P.M.  
COUNCIL CHAMBERS, 760 CENTRAL AVENUE, CARLISLE, OHIO

- I. Pledge of Allegiance/Roll Call
- II. Executive Session
  - A. Personnel – To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee of official
- III. Minutes
  - A. Regular Meeting – August 22, 2017
- IV. Public Forum
- V. Council Report
- VI. Mayor's Report
- VII. Manager's Report
- VIII. Committee Report
- IX. Old Business
- X. New Business
- XI. First Reading of Ordinances and Resolutions
- XII. Second & Third Readings of Ordinances & Resolutions
  - A. ~~Ord. 12-17 Establishing the Salary of the Mayor and Council~~ (3<sup>rd</sup> Reading)
- XIII. Adjournment

# WILLIAM T. BICKNELL

## OBJECTIVE

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My objective is to utilize my leadership and managerial skills in a position that will allow for professional and personal growth. I am a very proactive person and welcome issues that not only challenge me but will enable me to grow along with the company I am working with.

## EXPERIENCE

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2015 – Current

Sugar Creek Packaging

### *Warehouse Manager*

- provide direct leadership to a headcount of 20 employees and work closely with different business units while overseeing daily activities to ensure business operate in a efficient manner.
- Develop and implement new strategic policies and procedures to improve efficiency and quality of work.
- Responsible for hiring and firing, creating and refining processes, succession planning.
- Established operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials and keeping warehouse inventory current.
- Responsible for ordering of all proteins for production.

2014 – 2015

Advanced Pierre

### *Warehouse Supervisor*

- Manage 3rd shift warehouse team •
- Responsible for all inbound and outbound shipments
- Maintain product flow to production lines.
- Manage cycle count of all areas weekly.
- Ensure that inventory is accurate and within expiry date.

2013 – 2014

Martin Brower

### *Warehouse Supervisor*

- Supervise shipping and receiving teams in the warehouse.
- Maintain cycle counts and proper product rotation.
- Head of Staffing and Retention Committee.

2007 – 2012

Staff Management

***Senior Manager – New Business Development***

- Manage a team of 4-6 New Business Development Managers to implement new service locations while maintaining a professional relationship with each client.
- Evaluate each team member's performance on a weekly to monthly basis.
- Developed and implemented new strategic policies and procedures to improve efficiency and quality of work.
- Improved quality and consistency performance in support of Regional and International Directors
- Hired the first group of contingent workers for temporary assignments.
- Interview and train 3-5 permanent service team members per site for new business locations.
- Working with the MSP side of business learning Fieldglass.

***Senior Account Manager - Ceva Logistics***

- Maintained and improved client relations by providing customer service directly to the client.
- Participated in all production meetings and worked one on one with Senior HR and plant leadership to meet their staffing needs and expectations.
- Analyzed and provided financial budgets and forecasting reports to the client and corporate.
- Performed HR functions for 300 employees to include labor, scheduling, and payroll
- 3 years of experience in operating IQ Navigator.

***Account Supervisor – Dell Inc.***

- Manage teams of temporary work force in excess of 250 employees
- Performed Supervisory and HR functions to include entering and processing payroll, employee relations, and scheduling
- Assisted Senior Account Manager in managing the floor, HR functions, coaching/counselings, hiring and firing decisions.

**EDUCATION**

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1998 - 2002 Franklin High School

Franklin, OH

- Studied general subjects with a focus in computer networking
- Completed four semesters of Cisco Networking

#### ACHIEVEMENTS

- Employee of the Month – June 2009 – Staff Management
- Service Team of the Year 2009 – Staff Management
- Companies serviced: Amazon, Ryder Logistics, Rubbermaid, Romark, PGW, Mars Corp

REFERENCES:

DEBORAH FOUTS - 937.241.6562  
SALES DEVELOPMENT REPRESENTATIVE  
AVERY DENNISON

TOM COLLETT - 513.295.0534  
OUTSIDE SALES REPRESENTATIVE  
EIS INC.

STEWART MALLON - 513.551.8136  
DIRECTOR OF NEW BUSINESS DEVELOPMENT  
STAFF MANAGEMENT

BRIAN MUELLER - 513.503.5541  
SENIOR ACCOUNT MANAGER  
STAFF MANAGEMENT

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**MUNICIPALITY OF CARLISLE COUNCIL MINUTES**  
**REGULAR MEETING OF COUNCIL**  
**TUESDAY, AUGUST 22, 2017 – 6:00 P.M.**  
**760 CENTRAL AVENUE, CARLISLE, OHIO**

Mayor Randy Winkler called the Carlisle, Ohio Municipal Council Regular Meeting of Tuesday, August 22, 2017 to order in Council Chambers at the Carlisle Town Hall building, 760 Central Avenue, Carlisle, Ohio. The meeting was opened at 6:00 p.m. with the Pledge of Allegiance.

***Roll Call:***

Mr. Randy Jewett	present
Mr. Jake Fryman	present
Mr. James Lickliter	present
Mr. Brad McIntosh	absent
Mr. Jonathan McEldowney	present
Ms. Barb Tankersley	present
Mayor Randy Winkler	present

Staff members present: Village Manager Julie Duffy  
Clerk of Council Jennifer Harover

Mayor Winkler stated that Mr. McIntosh had contacted him earlier stating that he would be unable to attend this evening's meeting due to a family vacation. Mr. Lickliter made a motion to excuse Mr. McIntosh, seconded by Mr. Jewett.

***Roll Call:***

Ms. Tankersley	yes
Mr. Lickliter	yes
Mr. Fryman	yes
Mr. Jewett	yes
Mr. McEldowney	yes
Mayor Winkler	yes

The minutes of August 8, 2017 were presented to Council for review. Mr. Fryman made a motion to approve the minutes as presented, seconded by Mr. Jewett.

***Roll Call:***

Mr. Fryman	yes
Mr. Lickliter	yes
Ms. Tankersley	yes
Mr. McEldowney	yes
Mr. Jewett	yes
Mayor Winkler	yes

**Public Forum:**

Chief Bruck approached the podium and thanked Council for inviting him to meeting for the Oath of Office of his new hire, Officer Jerry Krebs. Officer Krebs used to work in the private sector and attended the police academy. He earned his associates degree from the University of Cincinnati.

Since that time, in addition to his regular work, he was a part-time officer down in Clermont County. He is now able to pursue his life-long dream of becoming a full-time police officer. We are lucky enough to be able to give him that opportunity here in Carlisle. We normally don't refer to people's ages but he is a little older than some of our other officers and believe that will be a great fit for our department. Carlisle does currently have a young department and Officer Krebs brings some life experiences and maturity to us. Chief Brucks welcomed Officer Krebs and his family to Town Hall.

Mayor Winkler swore in Jerry Krebs as the Village of Carlisle's newest officer. Councilmembers congratulated Officer Krebs and welcomed him to the department.

Chief Bruck reminded everyone that Carlisle Schools will begin tomorrow.

**Council Report:**

Mr. Jewett thanked Brian Morris and all of the volunteers for a successful Railroad Days festival. He was able to attend on Friday night and Saturday evening and it looked like it was well attended and that everyone was having a good time.

Mr. Fryman thanked Mr. Morris and the volunteers who ran the festival. It was the second year in the new location and he thought they did a really good job with it. He is hoping that the festival will remain in the years to come as it had a good turnout. Mr. Fryman also congratulated Officer Krebs on his new position and for joining the team in Carlisle. He appreciates his service to our community.

Mr. Licklitter thanked the group for Railroad Days. Many of the Councilmembers were able to join the parade and that was very nice to have the opportunity to throw candy out to the children. He enjoyed the activities and thanked Mr. McIntosh for bringing a truck from Sandy's Towing for members to ride on during the parade. Mr. Licklitter also wanted to commemorate the service department for their show of respect. He was informed that they were taking care of the grounds here at Town Hall when a funeral came into the church and they took the time to stop what they were doing and watch the procession come into the church. He appreciates them showing this type of respect to our community. Mr. Licklitter also welcomed Officer Krebs to the Village.

Mr. McEldowney welcomed Officer Krebs and thanked him for his service to the community. He also thanked and congratulated the Railroad Days committee for putting on a great event as well as the Lions Club for their Big "T" sale down at Phil's Auto.

Ms. Tankersley welcomed Officer Krebs. She thanked Mr. Morris and all of the volunteers who worked so hard to put on the Railroad Days festival.

**Mayor's Report:**

Mayor Winkler thanked the Railroad Days committee as well as welcomed Officer Krebs. He also acknowledged the service department for their show of respect to the funeral procession. He knows that there are good people that work for the Village and that just shows another example of it.

**Manager's Report:**

Mrs. Duffy thanked Officer Krebs as well as the Railroad Days committee. She also gave a shout out to Quentin Hammock who is our IT person here at Town Hall. He did our live stream event of the Railroad Days parade. This was our first live stream event that was posted onto the Village website as well as our Facebook page. We had announced the event to the community through our Facebook page that it was coming. Before it was even taking place, Mrs. Duffy received positive feedback from some of our citizens who have family out of town or who don't currently live in the area and they were grateful that they could see their grandchildren and other community members in the parade. As a reminder to the community, if you don't currently follow us on Facebook, please do so. We are trying to implement new ideas and new things to keep the public informed of what is happening around the community.

**Committee Report:** none

**Old Business:** none

**New Business:** none

**First Reading of Ordinances and Resolutions:** none

**Second and Third Readings of Ordinances and Resolutions:**

Mr. Lickliter made a motion to postpone the third reading of Ord. 12-17 until September 26, 2017. This will allow time for further discussion during Council's work session on September 12, 2017 prior to vote on September 26<sup>th</sup>. This motion was seconded by Mr. Jewett.

**Roll Call:**

Mr. Fryman	yes
Mr. Lickliter	yes
Mr. McEldowney	yes
Mr. Jewett	yes
Ms. Tankersley	yes
Mayor Winkler	yes



Mayor Winkler announced that the Work Session scheduled for this evening has been postponed until September 12, 2017. With no further business, Mr. Lickliter made a motion to adjourn, seconded by Ms. Tankersley.

**Roll Call:**

Mr. Lickliter	yes
Ms. Tankersley	yes
Mr. Fryman	yes
Mr. McEldowney	yes
Mr. Jewett	yes
Mayor Winkler	yes

Meeting adjourned at 6:10 p.m.

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk of Council

## MEMORANDUM

TO: MAYOR AND MEMBERS OF COUNCIL

FROM: JULIE DUFFY, VILLAGE MANAGER

DATE: September 8, 2017

### **MEDICAL MARIJUANA**

There has been no news regarding which applications have been awarded contracts for medical marijuana cultivation. My understanding is the State has delayed the contract award until October or November of this year.

Currently, we have an active moratorium on any new medical marijuana cultivation, processing or dispensing. In August, we extended the moratorium to allow additional time for the State to issue rules and regulations regarding such facilities. The State has issued final rules regarding the processing aspect – which I've included for your review. However, they have not indicated when they will begin accepting applications for medical marijuana processing. My last communication with the State was that they will open the application window later in the year but did not yet have an established date.

I am aware of two companies that are interested in operating a medical marijuana processing business within our jurisdiction. One is the company that is currently in a contract with the Village for cultivation in the Business Park. The second is a company that has contacted Associate Construction regarding an operation on Eagle Court. I have spoken with a representative of the second business – Mr. Minnix – as well as Mr. Ryan Morris about this request. My understanding is that this company was first looking at leasing space on Eagle Court in the same building as Associate Construction's office but is now looking at building a separate facility next to Associate Construction on Eagle Court. Based upon my understanding of the processing rules, a separate building would appear to be the better option to allow them to meet the necessary security requirements of the law (i.e. fencing around the facility, security alarm system, video surveillance, etc.). I've enclosed a copy of the final rules regarding the license application and security for your review. These rules went into effect as of September 8<sup>th</sup>.

From what I've been able to research, it appears the communities around us either are still under a moratorium or have decided to not allow medical marijuana sites in their community. I have sent out a request through the Center for Local Government to their membership to get copies of any adopted ordinances allowing medical marijuana so that we can review their language. I believe our intended approach to this topic is similar to that of sexually-oriented business. Carlisle does allow such businesses as a conditional use in M-1 and M-2 areas but with very specific conditions to limit such operations. Both of the proposed processing sites are in M-1 PUD zoned areas which should make it

easier to adopt final regulations for these particular applicants since it would apply uniformly to both sites.

My understanding is that Mr. Minnix plans on attending Tuesday's Council meeting to introduce himself as well as to get an idea if Council will be lifting the processing moratorium in the near future so that he can apply for a license.

### **POLICE**

Chief Bruck was on vacation last week and left Officer Czarnota in charge during his absence. Although he is back in Ohio, Chief unfortunately injured his back and has been on leave this week to recover. I believe he purchased too many souvenirs as he injured himself while unpacking his luggage! He has been accessible by email and phone and should be back in the office on Monday.

Officers Meszaros and Armstrong will be recognized at tonight's football game as a part of the school's law enforcement appreciation program. I am not sure if you are aware, but a motion has been filed by the Sklyar Richardson's defense team to examine the interview room at the Carlisle Police Station. Chief Bruck is aware of this request, but we have not yet heard if it has been granted by the Court.

### **COUNCIL POSITION**

Mr. Bicknell will be at Tuesday's meeting for a scheduled interview to be held at the beginning of the meeting. Should Council wish to appoint Mr. Bicknell to fulfill Mr. Fryman's remaining term, a motion can be made during the New Business section of the agenda. The motion should include language indicating that Mr. Bicknell's appointment will begin September 16<sup>th</sup> as Mr. Fryman's last day in office will be September 15.

### **COUNCIL RULES**

I was reviewing Section 220.01 on the Codified which lists the adopted rules of Council. While reviewing this section, I noticed a couple of rules that have been adopted that, I believe, have been overlooked in practice. I think these rules were just simply overlooked in the general conduct of Council meetings over the years and wanted to bring them to your attention. I have reviewed both items with our Law Director who has concurred with my interpretation.

Approval of Council Minutes: Rule 14 states that "the minutes of the preceding meeting shall be read, unless the reading is dispensed with by consent of a majority of the members present. If no objection to this is made, the minutes shall then be approved and Council shall transact business..." Currently, the Mayor asks Council if they have any corrections to the proposed minutes then calls for a motion and subsequent vote for adoption. To comply with this rule, **it appears that Council will first need to make a motion to waive the full reading of the minutes prior to the motion for approval.**

Emergency Passage of an Ordinance: Rule 38 is a bit more complicated. It states that if an ordinance (and only an ordinance – not a resolution) is to be passed as an emergency, the following must take place:

- Currently, if an ordinance is requested to be adopted as an emergency, a vote is first called to waive the provision requiring 3 readings and 30-days then a second vote is called to vote on the actual ordinance language.
- According the Rule 38, a vote is first taken on the passage of the ordinance, “exclusive of the emergency section, and shall be announced as the vote upon the ordinance”.
- After the vote on the ordinance, a separate vote is taken by a separate roll call regarding the emergency section. This vote must be passed by two-thirds vote in order to adopt the emergency language.

**What is interesting about this rule is that it is possible for an ordinance to be adopted but the emergency clause fail.** If the emergency language was to remove both the 3 readings and 30-day wait period, the ordinance is actually adopted but would still need to be read for 2 additional meetings (assuming they had not already occurred) and wait the 30 days before it would become law. This does not appear to contradict the Charter – just gives further instruction. The Charter does allow for Council to dispense with the three readings at any time – without emergency language – by a vote of five members (Section 5.02 of the Charter) but removal of the 30-day wait would require emergency language. Again, this rule only applies to adoption of ordinances – not resolutions.

Since Council rules are adopted by ordinance, they can be altered, if desired, by the adoption of new legislation. It appears the last time that the Council rules were altered was in 2002 with the majority of the rules remaining in place since 1998. I am not necessarily recommending that Council amend the current rules, just wanted to advise you of some found discrepancies.

### **WORK SESSION**

Just a reminder that there will be a work session to discussion a few items in the near future. As discussed, this meeting is on hold to allow for all of Council can to be in attendance. As none of the items are time-sensitive, it should not create a problem to delay. I just wanted to remind Council of the proposed items for discussion in case Council would like to add/remove any items. I am not certain when we will have this work session – perhaps the first meeting in October at the earliest, depending upon any scheduling conflicts.

- Charter Review Commission process/recommendations
- Under-speed vehicles (i.e., golf carts) on Village streets
- Council meeting schedule – possible change to start time as well as December’s meeting schedule
- Store and lock facilities

**LEGISLATION or COUNCIL ACTION REQUIRED:**

**FIRST READING**

No first reading of an Ordinance or Resolution is scheduled for the September 12<sup>th</sup> meeting.

**SECOND READING**

No second reading of an Ordinance or Resolution is scheduled for the September 12<sup>th</sup> meeting.

**THIRD READING**

No second reading of an Ordinance or Resolution is scheduled for the September 12<sup>th</sup> meeting.

**Postponed Third Reading:**

**Ordinance: Establishing the Salary of the Mayor and Council:** This Ordinance is to adopt the Charter Review Commission's recommended salary increase. The recommended increase would not go into effect until January 1, 2020 and would raise the salary for Council by \$30 per month and the Mayor by \$60 per month.

***Note: Council made a motion to delay this reading until the September 26<sup>th</sup> meeting. Although the work session has been postponed, there is not a need for a new motion to be made to postpone the third reading until the September 26<sup>th</sup> meeting.***

3796:3-1-02**Processor provisional license application.**

(A) The department shall provide advance notice to the public indicating the commencement date and time period for accepting applications. The director shall have the right to amend the notice prior to the deadline for submitting an application. The director shall publish such amended notice in the same manner as the original notice. The director shall also have the right to cancel a notice of open application prior to the award of a processor provisional license.

(B) The provisional license application shall be submitted in accordance with Chapter 3796. of the Revised Code and this chapter. The application will include instructions for completion and submission. An applicant for a processor provisional license shall submit, in accordance with the application instructions, the following:

(1) A non-refundable application fee as set forth in rule 3796:5-1-01 of the Administrative Code;

(2) A business plan, which, at a minimum, shall include:

(a) The legal name of the applicant;

(b) The type of business organization of the applicant, such as individual, corporation, partnership, limited liability company, association or cooperative, joint venture, or any other business organization;

(c) Confirmation that the applicant is registered with the secretary of state as the type of business submitted pursuant to paragraph (B)(2)(b) of this rule, a certificate of good standing issued by the secretary of state, and a copy of the applicable business documents governing the operations and administration of the business;

(d) The proposed physical address of the applicant's facility;

(e) An organizational chart of the company, including name, address, and date of birth of each principal officer and board member of the processor, provided that all those individuals shall be at least twenty-one years of age;

(f) Experience with the manufacture of medical marijuana, agricultural, or horticultural products;

(g) All persons subject to the criminal records checks shall submit both an Ohio bureau of criminal identification and investigation criminal records check and a federal bureau of criminal investigation criminal records check pursuant to division (B) of section 3796.12 of the Revised Code;

- (h) Any instance in which a business that any person associated with the applicant had managed or served on the board of the business and was convicted, fined, censured, or had a registration or license suspended or revoked in any administrative or judicial proceeding;
- (i) Evidence that the applicant owns the property on which the proposed processor will be located, has executed a lease for the property that does not contain any use restrictions that would otherwise prevent the processor from operating pursuant to Chapter 3796. of the Revised Code and the rules promulgated in accordance with Chapter 3796. of the Revised Code, or has secured the ability to purchase or lease the property that does not contain any use restrictions that would otherwise prevent the processor from operating pursuant to Chapter 3796. of the Revised Code and the rules promulgated in accordance with Chapter 3796. of the Revised Code;
- (j) A location area map of the area surrounding the proposed processor that establishes the facility is at least five hundred feet from the boundaries of a parcel of real estate having situated on it a prohibited facility, as measured under rule 3796:5-5-01 of the Administrative Code;
- (k) For any instance in which an applicant or any person associated with the applicant is currently or was previously licensed or authorized in another state or jurisdiction to cultivate, produce, test, dispense, or otherwise deal in the distribution of medical marijuana in any form, the following:
- (i) A copy of each such licensing or authorizing document verifying licensure in that state or jurisdiction;
- (ii) A statement granting permission to contact the regulatory agency that granted the license, accompanied by the contact information, to confirm the information contained in the application; and
- (iii) If the license, authorization, or application was ever warned, fined, denied, suspended, revoked, or otherwise sanctioned, a copy of documentation so indicating, or a statement that the applicant was so licensed and was never sanctioned; and
- (l) Documentation that the applicant is currently in compliance, or will be in compliance prior to the issuance of a certificate of operation, with all building, fire, safety, and zoning statutes, local ordinances, and rules and regulations adopted by the locality in which the applicant's property is located, which are in effect at the time of the application, including but not limited to building department approval demonstrating compliance with rules adopted by the board of building standards

pursuant to Chapters 3781. and 3791. of the Revised Code and any applicable zoning considerations.

(3) An operations plan that establishes policies and procedures that the applicant will implement for the safe, secure, sustainable, and proper processing of medical marijuana, which, at a minimum, shall include:

(a) Processing and extraction techniques;

(b) A list of medical marijuana products proposed to be manufactured with estimated cannabinoid profiles, if known, including varieties with high cannabidiol content;

(c) Facility specifications, designating the areas in the facility where the extraction and processing activities will occur, and evidencing that the applicant will comply with the requirements of Chapter 3796. Of the Revised Code and will operate in accordance with the rules promulgated pursuant to Chapter 3796. of the Revised Code;

(d) The implementation of standards and guidelines for processing of plant material, refining of medical marijuana extracts, and manufacturing of medical marijuana products, including safety protocols and equipment; and

(e) Facility staffing and employment matters, which, at minimum, shall include:

(i) Employee training standards for the safe operation and maintenance of any and all equipment that will be used for processing medical marijuana conducted on an annual basis;

(ii) Employee training standards for the safe use, handling, storage and disposal of any and all chemicals that will be used for processing medical marijuana, in accordance with OSHA protocols, conducted on an annual basis;

(iii) Employee training standards for the safe and sanitary execution of any applicable post-extraction refining protocols, conducted on an annual basis;

(iv) Employee training standards for the safe and sanitary execution of any applicable manufacturing processes, including any applicable food safety standards under Chapter 901:3-1 of the Administrative Code conducted on an annual basis; and

(v) Employee compliance with Chapter 3796. of the Revised Code and the rules promulgated in accordance with Chapter 3796. of the



Revised Code:

- (4) A quality assurance plan that establishes policies and procedures for a safe, consistent supply of medical marijuana, which, at a minimum, shall include:
- (a) Intended use and sourcing of extraction equipment and associated solvents for the extraction of medical marijuana, or, in the case of non-solvent extraction, the intended physical methods and equipment;
  - (b) Intended use and sourcing of all non-marijuana ingredients utilized in the manufacture of medical marijuana products, including methods to verify or ensure the safety and integrity of those ingredients, as well as their potential to be allergens or to contain allergens as a result of their specific manufacturing;
  - (c) Compliance with Chapter 901:3-1 of the Administrative Code in the production of edible medical marijuana products;
  - (d) Best practices for the packaging and labeling of medical marijuana, such that it maintains medicinal integrity for the expected shelf-life;
  - (e) Implementation and compliance with the inventory tracking system;
  - (f) An inventory control plan;
  - (g) Standards for the disposal of medical marijuana waste and other wastes;  
and
  - (h) Recall policies and procedures in the event of contamination, expiration, or other circumstances that render the medical marijuana unsafe or unfit for consumption, including at a minimum, identification of the products involved, notification to the dispensary or others to whom the product was sold or otherwise distributed, and how the products will be disposed of if returned to or retrieved by the applicant.
- (5) A security plan that establishes policies and procedures to prevent theft, loss, or diversion from a processor and protect facility personnel, which, at a minimum, shall include:
- (a) Record keeping policies and procedures that will ensure the facility complies with rule 3796:3-2-08 of the Administrative Code;
  - (b) A security plan in accordance with rule 3796:3-2-05 of the Administrative Code;
  - (c) Transportation policies in accordance with rule 3796:5-3-01 of the Administrative Code; and

- (d) A plot plan of the processing facility drawn to a reasonable scale that designates the different areas of operation, including, but not limited to, the marijuana extraction and production areas, with the mandatory access restrictions.
- (i) If the building is in existence at the time of the application, the applicant shall submit plans and specifications drawn to scale for the interior of the building.
- (ii) If the building is not in existence at the time of application, the applicant shall submit a plot plan and a detailed drawing to scale of the interior and the architect's drawing of the building to be constructed.
- (6) A financial plan, which, at a minimum, shall include:
- (a) The identity and ownership interest of every person, association, partnership, other entity, or corporation having a financial interest, direct or indirect, in the processor with respect to which licensure is sought;
- (b) A cost breakdown of the applicant's anticipated costs in building the facility and implementing the policies and procedures submitted as part of the application and the source of funding for the associated costs;
- (c) Documentation acceptable to the department that the individual or entity filing the application has sufficient liquid assets for a processor provisional license, which are unencumbered and can be converted within thirty days after a request to liquidate such assets. Documentation acceptable to the department includes a signed statement from an Ohio licensed certified public accountant attesting to proof of the required amount of liquid assets under the control of an owner or the entity applying, if such a statement is available at the time of application. The documentation must be dated within thirty calendar days before the date the application was submitted. The following shall be considered sufficient liquid assets:
- (i) Two hundred fifty thousand dollars for a processor provisional license; or
- (ii) One hundred thousand dollars for a processor provisional license, if at the time of application, the applicant has previously been issued a cultivator provisional license or cultivator certificate of operation and the processor will be located in the cultivator's existing facility;

- (d) Information verifying that the applicant will be able to conform to the financial responsibility requirements under rule 3796:3-1-05 of the Administrative Code; and
  - (e) A record of tax payments in the form of tax summary pages for individuals and businesses at the state and federal level in this state and in all jurisdictions in which an applicant has operated as a business and for every person with a financial interest of one percent or greater in the applicant for the five years before the filing of the application, unless the department determines that documentation should be submitted for all individuals and entities.
- (7) Any other information requested in the application instructions that the department deems necessary to evaluate and determine the applicant's suitability to operate as a processor.

Effective: 09/08/2017

Five Year Review (FYR) Dates: 09/08/2022

CERTIFIED ELECTRONICALLY

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Certification

08/14/2017

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Date

Promulgated Under: 119.03  
Statutory Authority: R.C. 3796.03  
Rule Amplifies: R.C. 3796.03, R.C. 3796.09

3796:3-2-05

**Processor security.**

(A) The department shall determine the appropriate storage and security requirements for all processor facilities, and may require additional safeguards to ensure the security of medical marijuana. A processor shall comply with the security plan submitted as part of its processor provisional license application. At a minimum, the processor shall:

- (1) Install an adequate security alarm system around the perimeter of the facility to prevent and detect diversion, theft, or loss of medical marijuana, utilizing commercial grade equipment;
- (2) Maintain or construct fencing and gates that surround the facility to prevent unauthorized entry to the facility or unauthorized access to waste disposal containers located outside the facility;
- (3) Utilize a video surveillance recording system installed by a vendor that is approved by the department and that meets the standards required by the department to prevent and detect diversion, theft, or loss of medical marijuana;
- (4) Maintain all security system equipment and video surveillance systems in a secure location so as to prevent theft, loss, destruction, or alterations
  - (a) A processor shall limit access to surveillance areas to type 1 key employees that are essential to surveillance operations, law enforcement agencies, security system service employees, the department, and others when approved by the department; and
  - (b) A processor shall make available to the department, upon request, a current list of type 1 key employees and contractors who have access to the surveillance room. A processor shall keep all on-site surveillance rooms locked and shall not use such rooms for any other functions.
- (5) Keep all approved safes, vaults, or any other approved equipment or areas used for processing or storing of plant material, medical marijuana extract, and medical marijuana products securely locked and protected from unauthorized access;
- (6) Ensure the outside perimeter of the facility is well-lit and in accordance with the processor's plan in its license application;
- (7) Restrict access to any area within the facility containing plant material, medical marijuana extract, or medical marijuana products to all persons except licensed employees and agents or an individual permitted to access the facility under the supervision of a licensed employee or agent in accordance with the visitor authorization procedures set forth in rule 3796:5-2-01 of the Administrative Code;

- (8) Limit the use of combination numbers, passwords, or electronic or biometric security systems to licensed, authorized employees, and prevent the sharing of any employee-specific access credentials; and
- (9) Not allow keys to be left in the locks and not store or place keys or badges in a location accessible to persons other than licensed, authorized employees.
- (B) The processor shall install a security alarm system and a video surveillance recording system under paragraph (A) of this rule. A security alarm system and video surveillance recording system shall, at a minimum, contain the following:

  - (1) A system designed to detect motion and identify unauthorized access to the facility;
  - (2) Video cameras that capture the entire facility, including direct placement near the entrances, exits, and parking areas to capture a clear and certain identification of any person entering or exiting the facility, which shall be appropriate for the normal lighting conditions of the area under surveillance;
  - (3) Video cameras shall be directed at all approved safes, approved vaults, marijuana sales areas, and any other area where plant material, medical marijuana extract, or medical marijuana products are being processed, stored, or handled;
  - (4) The video surveillance recording system shall comply with the following minimum capabilities:

    - (a) Provide a direct feed and login capabilities to the department to allow for real-time access and monitoring of the facility via the live video surveillance recording system.
    - (b) A display monitor with a minimum screen size of twelve inches shall be connected to the electronic recording security system at all times.
    - (c) Installed in a manner that will prevent cameras from being readily obstructed, tampered with, or disabled.
    - (d) The ability to immediately produce a clear color still photo that is a minimum of 9600 dpi from any camera image, live or recorded.
    - (e) A date and time stamp embedded on all recordings. The date and time shall be synchronized and set correctly and shall not significantly obscure the picture.
    - (f) Cameras installed outdoors and in low-light interior areas shall be day/night cameras with a minimum resolution of six hundred lines per

inch (analog) or D1 (IP) and a minimum light factor requirement of 0.7 LUX. The installation of additional lighting may be required to increase picture clarity and brightness. Cameras shall be calibrated and focused to maximize the quality of the recorded image.

- (g) Allow for the exporting of still images in an industry standard image format, including .jpg, .bmp and .gif. Exported video shall have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video shall also have the ability to be saved in an industry standard file format that can be played on a standard computer operating system. All recordings shall be erased or destroyed prior to disposal.
- (h) Security recordings shall provide an image resolution of at least D1, and the image frame rate shall be at least three frames per second during alarm or motion based recording.
- (i) Repair or replace any failed component of the video surveillance recording system within twenty-four hours, unless notice is provided to the department and an extension is approved.
- (5) Twenty-four hour live feed with motion-activated recording capabilities from all video cameras, which the processor facility shall make available for immediate viewing by the department upon request and shall retain the recordings for at least forty-five days. If a processor is aware of a pending criminal, civil or administrative investigation or legal proceeding for which a recording may contain relevant information, the processor shall retain an unaltered copy of the recording until the investigation or proceeding is closed or the entity conducting the investigation or proceeding notifies the processor that it is not necessary to retain the recording;
- (6) Silent alarm, which can be utilized in the event of a holdup or other instances of duress, which notifies law enforcement;
- (7) Panic alarm, which for purposes of this subsection means an audible security alarm system signal generated by the manual activation of a device intended to signal a life threatening or emergency situation requiring a law enforcement response;
- (8) Automatic voice dialer, which for purposes of this subsection means any electrical, electronic, mechanical, or other device capable of being programmed to send a prerecorded voice message, when activated, over a telephone line, radio or other communication system, to a law enforcement, public safety or emergency services agency requesting dispatch;
- (9) A failure notification system that provides an audible, text or visual notification

of any failure in the surveillance system. The failure notification system shall provide an alert to the processor facility within five minutes of the failure, either by telephone, email, or text message; and

(10) The ability to comply with the security requirements of this rule for a period of at least forty-eight hours during a power outage.

(C) In addition to the requirements listed in paragraph (B) of this rule, each processor shall have a back-up alarm system approved by the department that shall detect unauthorized entry during times when no employees are present at the facility and that shall be provided by a company supplying commercial grade equipment, which shall not be the same company supplying the primary security system.

(D) A processor shall keep all security equipment in good-working order and the systems shall be inspected and all devices tested on an annual basis.



Effective: 09/08/2017

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CERTIFIED ELECTRONICALLY

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Certification

08/14/2017

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